



**DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO

JUN 27 1996

AQOG

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS
COMMANDERS, DCMC CONTRACT ADMINISTRATION
OFFICES**

**SUBJECT: DCMC Memorandum No. 96-14, Establishment of Command-wide and External
Teams (POLICY)**

This is a POLICY memorandum. It is in effect until content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: All DCMC employees.

DCMC has embraced the teaming concept in performing its day-to-day mission and also for accomplishing special initiatives and projects of limited duration. This letter establishes policy for creating command-wide teams (other than official organizational units) and for participating in external teams. Command-wide teams are sponsored by the Headquarters (AQO or AQB) or by a Lead District. External teams are sponsored by an activity other than DCMC, but DCMC is a member and provides information for the successful completion of the team's mission. Attachment 1 provides the DCMC team process. Any questions about this memorandum may be directed to Ms. Paula Metcalf, AQOG, (703) 767-3468 or DSN 427-3468, e-mail address: paula_metcalf@hq.dla.mil.

DCMC faces many challenges as we institutionalize improvements and strive for even greater breakthroughs. I firmly believe that supporting these teams will be mutually beneficial for the individuals involved and DCMC.

ROBERT W. DREWES
Major General, USAF
Commander

DCMC TEAM PROCESS

DEFINITION:

1. Teams are defined as any DCMC employees meeting more than three times, or working together on a particular issue for longer than one month, or involving DCMC field participation.
2. Examples of special initiatives and projects that may require teams are: FAR/DFARS changes, Internal Operations Assessments (IOAs), benchmarking projects, Early CAS activities, risk assessments, and preparation of chapters for DLAD 5000.4, Contract Management.

FORMING A TEAM:

1. The Team sponsor (AQO, AQB, or Lead District Commander) will sign and issue a PARTICIPATION REQUEST memorandum to District and/or CAO Commanders to request field participation on a command-wide or external team. A courtesy copy of all PARTICIPATION REQUEST memorandums will be provided to Mr. Frank Lakis, President, American Federation of Government Employees, DLA Council of Locals.
2. The PARTICIPATION REQUEST memorandum will contain as much information about the team's mission and duration as possible. The PARTICIPATION REQUEST will also have a description of desired members; date, time and location of the first meeting; and name, office symbol, phone number and e-mail address of the Headquarters or Lead District point-of-contact (POC). The due date for responses to the PARTICIPATION REQUEST shall be not less than three weeks from the date signed.
3. In some cases, team membership maybe name-requested by the DCMC Executive Council, DCMC Think Tank, or DCMC Operations Chiefs; a PARTICIPATION REQUEST memorandum is not required for these instances. However, it will still be necessary to provide an announcement of the first meeting
4. Commanders of contract administration offices (CAOs) may participate on any command-wide team.
5. DCMC employees may request membership on command-wide teams, subject to approval by their CAO commander and the team sponsor.
6. Team member travel expenses will be paid by the team member's permanent duty office.

PREPARING A TEAM CHARTER

1. During the first meeting, all command-wide teams will prepare a charter which will be approved and signed by the team sponsor: Executive Director, Contract Management Policy; Executive Director, Business Management; or the Lead District Commander.
2. The charter will include, as a minimum: mission; duration; expected output; names, office symbols, phone numbers and e-mail addresses of members; and a statement relating the team's mission to a goal in the DCMC Business Plan. If the team's mission is not related to the DCMC Business Plan, the team must identify updates to AQBA for incorporation into the Plan.

ANNOUNCING A TEAM:

1. An INFORMATION memorandum will be prepared announcing the formation of a command-wide team or announcing DCMC's participation on an external team.
2. This INFORMATION memorandum will be posted on the DCMC Home Page under "Team News," within two weeks of the first team meeting, and will include a copy of the team's charter.
3. External teams may not have a charter. In this case, include any available similar information about the external team in the INFORMATION memorandum, including a statement relating the team's mission to a goal in the DCMC Business Plan. If the team's mission is not related to the DCMC Business Plan, the team must identify updates to AQBA for incorporation into the Plan.
4. The INFORMATION memorandum will remain on the DCMC Home Page under "DCMC Team Information" for as long as a team is in existence.

ONGOING PROGRESS REPORTS

1. Reports on the team's progress will also be posted on the DCMC Home Page under "DCMC Team Information" within two weeks of the most recent meeting.
2. Team progress reports will include the date, time, location and agenda for the next meeting. Only the latest progress report will appear; earlier progress reports will be deleted from the Home Page when a new progress report is provided.

PROVIDING FEEDBACK ON TEAM PROGRESS:

1. DCMC commanders and employees are expected to regularly review the team charters and progress reports on the "DCMC Team Information" part of the DCMC Home Page.
2. DCMC employees may contact the Headquarters or Lead District POC for command-wide teams or the DCMC member of external teams to provide comments or concerns about a team's project.
3. The team must consider and respond to all comments and concerns. Responses may be provided directly to the originator, or may be addressed in the team progress reports.
4. If anyone feels their comments or concerns have not been adequately addressed, they may contact the team sponsor.

COMPLETING THE TEAM'S MISSION:

1. The team sponsor makes the final determination that the team's mission is completed.
2. Upon mission completion, an INFORMATION memorandum must be prepared that will serve as the final progress report detailing the team's accomplishments.
3. This INFORMATION memorandum will be signed by the team sponsor and will be placed on the "DCMC Team Information" part of the DCMC Home Page for one month.

POSTING TEAM NEWS ON THE DCMC HOME PAGE:

The Headquarters or Lead District POC on a command-wide team or the DCMC member of an external team is responsible for providing copies of INFORMATION memoranda and the team's progress reports to Mr. Vic Szabo, AQAC, 703-767-2373, vic_szabo@hq.dla.mil for placing on the DCMC Home Page.